

CONFIDENTIAL

16 July 1987

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Training and Education

SUBJECT: Weekly Report

25X1

* 2. OTE's Management Training Branch ran the first "Managing in CIA" course for GS/5-10 level supervisors from July 8-10. Twenty-three first-line supervisors--predominantly grades GS-9 and 10--attended. About half of the students were from the DA and the other half from DO/IMS. The OTE instructional team was very impressed with the dedication and motivation of the class. The same group of students will take the "Leading in CIA" course in August.

25X1

* 3. Representatives from OTE's Leadership Development Division met with Ambassador Bullington, head of the State Department's Senior Seminar, on 9 July. The Ambassador was interested in the CIA management and executive development programs. He is looking for ideas to revise the segments of the State seminar dealing with interpersonal relations, leadership skills and risk and innovation.

25X1

* 4. OTE's Intelligence Issues Course, designed for Senior and Executive Secretaries, is running from 12-21 July. The course focuses on how the CIA deals with current intelligence issues. There are 21 students in the class: sixteen Agency secretaries and one each from the FBI, the DIA, the Marine Corps, the Army, and the Air Force. Mr. Gates is scheduled to meet with the class on 21 July.

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SUBJECT: Weekly Report

25X1 6. Sponsored by OTE's Soviet Realities Institute, Arkadiy Shevchenko, former United Nations' Under-secretary General for Political and Security Council Affairs, and author of Breaking With Moscow, spoke in 1A07 Headquarters on Monday morning, 13 July. His subject was "The Making of Soviet Foreign Policy." Shevchenko discussed the activities of several party and government bodies in foreign affairs. [redacted]

25X1 7. On 1 July 1987, the students in the new Tuition Assistance Program (Kamp Kubark) moved from the Xerox Training Center to a hotel in Arlington, Virginia, for eight days of training at the Chamber of Commerce Building and other facilities in the Washington, D.C. area. The training for this segment consisted of presentations by representatives from agencies of the Intelligence Community, an Interpersonal Communications Skills Workshop and three days specifically dedicated to the Directorate of Operations. The students had tours of the Pentagon and the FBI and participated in a casing exercise. [redacted]

25X1 [redacted]
25X1 [redacted] The general reaction toward
25X1 [redacted] the students continues to be excellent. They are bright, enthusiastic and very positive toward the training program and the Agency in general.

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Administration Division Weekly
6-10 July 1987 *how*

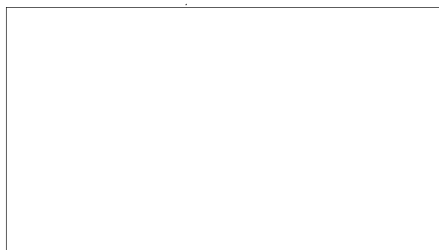
Personnel

On 8 July 1987, C/PB ran the retirement software package for interested employees at the airport and brought them up-to-date on conversion information.

Maureen participated in an on-going review of the Professional Officer Trainee program for OP. A final proposal designed to enhance the career track will be presented to management in approximately two weeks.

Check-In's:

25X1

GradeOfficeTitle

SIS-02

DDC

D/Dir Curriculum

GS-13

CSI

Associate Editor

IS-04

D/OTE

Exec. Secretary

GS-05

LDD/MTB

Training Assistant

LTD/NELD

IC

LTD

IC

Budget and Finance

ELECTAS was operational on 21 June, and the first input into the computer system on 6 July went well.

25X1

Registry

Due to excavation and repairs at Headquarters, the Mail and Courier Branch has experienced temporary delays in the pick-up and delivery of mail to the satellite buildings. OTE will be reduced to two deliveries daily (from three). Normal courier service and schedules will resume as soon as possible.

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CONFIDENTIALTraining Selection Board

Sent nominations and support material for Harvard's Program for Senior Executive Fellows to TSB members for approval.

25X1 Prepared letter from C/TSB to Dean Max Sherman, LBJ School of Public Affairs, University of Texas, nominating [] a DA officer, as the Agency's Officer-in-Residence at the school.

25X1 Informed by Rosemarie Arena, Admissions Officer for Harvard's Littauer's
25X1 Mid-Career Master in Public Administration program, that []
[], OIT, were accepted in the program for the AY 1987/88.

LogisticsAir conditioning:

-- Both house air conditioning units at CofC broke evening of 9 July after 5:00 p.m. DAC was closed down due to intense heat. GSA and OL called for service.

25X1 [] experienced air conditioning problems 9 July. Air conditioning was repaired during evening hours.

25X1 -- Transferred \$3,000 to OL for purchase of window air conditioning units for WOTD classrooms []

1st Floor:

-- All renovations at a standstill until grill work completed on 1st floor. Construction will begin on the front door on 14 July. Door will be closed temporarily--notice sent to all CofC personnel on temporary closure. Sign made for front door requesting visitors to please use stairs with arrow pointing in direction of stairs.

25X1 -- New Guard counter to arrive 10 July 1987. Completed move for WOTD at [] on 9 July. Two of cipher locks requested installed.

25X1 Worked on requisitions for new ISTD furniture, MPB/AVS furniture, carpet for 8th floor, 1st floor tables, and Pleion panels and carpet for DAC renovation.

25X1 Assisted Personnel Branch in delivering files to [] and delivered Wang printers and workstations for new system to all locations in CofC.

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ADMINISTRATIVE - INTERNAL USE ONLY

14 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[redacted]
Chief, Training Support Division

SUBJECT: Weekly Report for Week of 12 July 1987

1. Status of Training and Education Management System (TEAMS):

- On 6 July, members of Training Support Division (TSD) met with TEAMS/OIT representatives [redacted] regarding the finalization of the electronic Form 73. We hope to release the Form 73 to additional test offices around 15 August 1987.

- On 8 July, members of TSD met with [redacted] [redacted] contractor representative for TEAMS, to discuss the sizing of the database.

- On 9 July, C/TSD, C/ITB, [redacted] met with representatives from OIR/DI to update them on TEAMS. They were very impressed with and enthusiastic about TEAMS and were particularly interested in how TEAMS might interface with the DI's personnel database. Given the sophistication of this system, which includes training records, the DI prefers to have training data "dumped" into their system rather than have access to TEAMS.

2. On 10 July, C/ITB and [redacted] met with the D/EEO to discuss the upcoming King Seminars. We (OTE/EEO) are having difficulty filling the next several runnings of this Seminar especially with the appropriate blend of students. [redacted] is in contact with the Senior Training Officers for candidates trying to meet the "blend" so yet another Seminar does not have to be cancelled. D/EEO believes he will have to cut next year's runnings by half.

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SUBJECT: Weekly Report for Week of 12 July 1987

3. Members of the Registrations Section worked long hours during the week of 6-10 July in order to complete rosters for the quarterly statistics. AMD/OIT agreed to an extension from 11 July to 18 July to run our "quarterly statistics." Hopefully, during this extra week, we will be able to clean up our third quarter statistics. We will carefully monitor and track the fourth quarter statistics.

4. On 14 July, Chief, External Training Branch met with officials of the University of Virginia (UVA) to discuss plans for the Fall 1987 Agency Off-Campus Program. Of particular importance is the need to obtain UVA approval of the applications submitted by employees who responded to our recent Employee Bulletin recruiting qualified instructors. Early indications are that most of the applicants will be approved. If they are, we will offer the following new courses:

Contract Law

Human Resource Management

Data Structures

Programming Languages

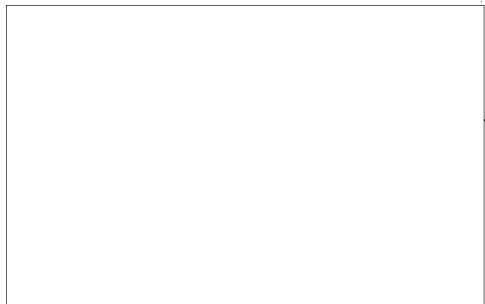
Small Group Discussion

Fortran

Astronomy

Russian Language

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S E C R E T

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13 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[redacted]
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

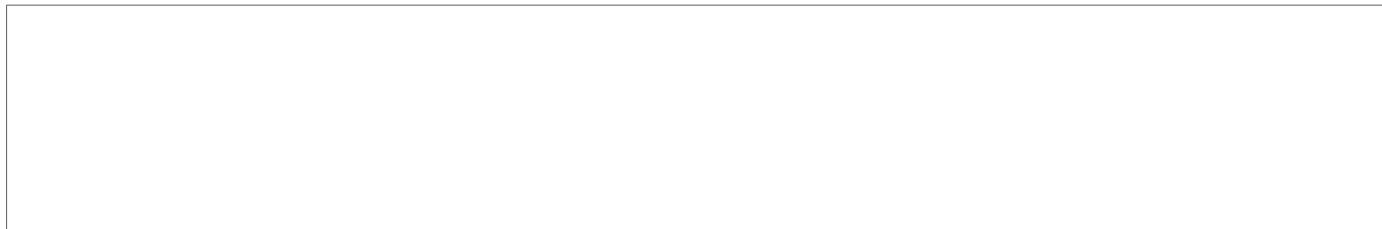
3. Twelve LTD instructors and staff attended a symposium on Teaching Foreign Languages to Adult Professionals sponsored by the Department of Defense and the American Council on the Teaching of Foreign Languages and held at the National Security Agency on 8 - 10 July. [redacted]

OTEW
4. The ~~Romance Languages Department~~ conducted an eight-week Extended Total Immersion Spanish language training program from 4 May to 26 June 1987. The purpose of the exercise was to determine whether long-term immersion in the isolated and distraction free environment [redacted] might provide learners with a better opportunity to attain Level 3 in speaking and understanding the target language. The experimental program was conducted for six DO/LA Ops Officers enrolled in our 24-week Basic Spanish Course. Despite significant variations in interest, motivation, observed aptitude, and entry proficiency, all students considered the program to have been personally beneficial; gains in proficiency, ranging from minimal to significant, were consistent with entry profiles and expected outcomes. The program provided us with valuable insights into the advantages and disadvantages of long-term immersion. [redacted]

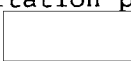
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6. On 13 July 1987, Chief of Testing  held an Oral Interview Testing Refresher for the LTD Russian faculty as part of LTD's ongoing program to ensure uniformity in rating and elicitation procedures and adherence to testing standards across 29 languages. 

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7. There were 34 reading and 32 oral proficiency tests the past week compared to 45 reading and 47 oral proficiency tests the previous week.

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S E C R E T

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SECRET

14 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Intelligence Training Division

SUBJECT: IT Weekly Report

Class Sponsored by OTE'S Soviet Realities Inst. Duke
2. ¹ Arkadiy Shevchenko, former United Nations' Under-secretary General for Political and Security Council Affairs, and author of Breaking With Moscow, spoke in 1A07 Headquarters on Monday morning, 13 July. His subject was "The Making of Soviet Foreign Policy." Shevchenko discussed the activities of several party and government bodies in foreign affairs. ~~In the government he covered the Ministry of Foreign Affairs, the KGB, and the military, and in the party the International, Liaison With Communist Parties, and Propaganda Departments.~~ He also ventured some predictions on who among the younger leaders ~~would likely become major figures in making Soviet foreign policy.~~ Although the turnout was relatively small, about 20. Those who attended contributed to a lively discussion.

3. On Monday afternoon, 13 July, in the "Soviet Intelligence Services and Their Activities" course, a panel of three officers from SE ~~discussed the organization and missions of the KGB. They focused especially on the First Directorate, which is responsible for overseas activities. The discussion was detailed and very informative, stimulating many questions from the class.~~

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The OTE instructional team was very impressed with the dedication and motivation of the ~~students~~ ^{class}. The same group of students will take the "Leading in CIA" course in August.

14 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM: Chief, Leadership Development Division
Office of Training and Education

CS/S-10

SUBJECT: LDD Weekly Report

OTE'S Management Training Branch ran the first course for GS/5410 level

1. ~~The first running of "Managing in CIA" for GS/5410 level supervisors was a smash hit! July 8-10, MTB conducted the running by 15 first-line supervisors, about half were from DA offices and half from IMS. The students rated the overall value of the course 4.8 on a 5 point scale. All students said they would recommend the course to others. Many expressed enthusiasm for the material presented and the skill of the instructors. The instructors were equally impressed with the dedication and insightfulness of the students. The instructional team was comprised of~~ course chairperson:

2. On Wednesday, 8 July, traveled to Boston to coordinate arrangements for the up coming CEO Colloquium to be held 21-22 July. While in Boston, the participants visited the Charles Stark Draper Laboratory, Digital Equipment Corporation and the Arthur D Little Corporation.

3. who joined OTE from the DI in April, completed a workshop entitled "Training the Trainers" on 7 and 8 July. He expects to progress further toward instructor certification when Midcareer Course #102 begins in early September.

predominantly grades GS 9 and 10-
attended, about half of the
students were from the DA and the other
half from IMS.

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25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 *Representatives from OTE's Leadership Development Division*
 5. [redacted] met with Ambassador Bullington, head of the State Department's Executive Senior Seminar, on 9 July. The Ambassador was interested in the CIA management and executive development programs. He is looking for ideas to revise the segments of the State seminar dealing with interpersonal relations, leadership skills and risk and innovation. *met*

25X1 [redacted]
 25X1 6. MTB met with [redacted] head of the OMS Psychological Research Branch, to discuss the Agency employee satisfaction survey. The discussion shed a small amount of light on the methodology employed and the significance of the results. MTB will seek to use the survey in "Managing in CIA" and "Leading People in CIA". [redacted]

25X1 7. [redacted] met with LGI contractor George Peabody to discuss improvements and changes in Looking Glass, Inc. [redacted]

25X1 8. [redacted] met with [redacted] DDS&T STO, to brief her on the "Managing in CIA" program. [redacted]

25X1 9. [redacted] took the Professional Women's Course. John [redacted] were in the OTE Instructor Workshop. Peter [redacted] took the NTL Training Theory and Practice Course. [redacted]

25X1 10. [redacted] joined MTB as a Training Assistant. [redacted]

25X1 [redacted]

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16 July 1987

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[REDACTED]
Chief, Career Training Division, OTE

SUBJECT: Career Training Division Weekly Report

On 1 July 1987, the students in the new Tuition Assistance Program (Kamp Kubark) moved from the Xerox Training Center to a hotel in Arlington, Virginia for 8 days of training at the Chamber of Commerce Building and other facilities in the Washington, D.C. area. The training for this segment consisted of presentations by representatives from agencies of the Intelligence Community, an Interpersonal Communications Skills Workshop and three days specifically dedicated to the Directorate of Operations. The students had tours of the Pentagon and the FBI and participated in a casing exercise. [REDACTED]

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